



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20060004

OPEN: 10/14/05

CLOSE: 11/14/05

THIS IS A PERMANENT POSITION.

POSITION VACANT: Program Manager AD-340-4. Annual salary ranges from \$88,369 to \$137,713.

LOCATION: Office of the Director, Office of Polar Programs, Antarctic Sciences Section.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-100).

AREA OF CONSIDERATION: All Sources.

RELOCATION: Expenses will be paid.

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year.

DUTIES AND RESPONSIBILITIES: This position is that of Program Manager for the IceCube Project, a National Science Foundation Major Research Equipment and Facilities Construction (MREFC) activity being undertaken at the U.S. South Pole Station in Antarctica. The Project, involving construction of the IceCube Observatory, is being carried out by a consortium led by the University of Wisconsin pursuant to a cooperative agreement with NSF. The consortium includes scientists from 12 U.S. institutions as well as scientists from institutions in Germany, Sweden and Belgium. The U.S. Antarctic Program managed by The National Science Foundation is providing logistics support for the construction activity through its support contractors. The project is estimated to cost \$270 million and is expected completion FY2010. The office of polar programs and the Division of Physics are joint sponsors of the Project within the National Science Foundation. The program Manager will report to the Head, Antarctic Sciences, in the Office of Polar Programs, National Science Foundation. The Office of Polar Programs (OPP) is the designated single point manager of the United States Antarctic Program (USAP). The Antarctic Sciences Section supports research in all areas of science in Antarctica and works in close collaboration with the OPP Polar Research Support Section, other U.S. Agencies, and national programs in other countries in supporting forefront research in Antarctica. The Program Manager bears the primary responsibility for NSF oversight of the IceCube Project, working with and chairing a project advisory team (PAT) of NSF officials drawn from various parts of the Agency. The PAT provides expert assistance in specialized areas such as financial management, contracts, legal issues, and Antarctic construction, facilities, etc. The Program Manager has the following specific duties:

- Monitors Consortium development of the annual Program Plan for IceCube construction and coordinates NSF response, including review, approval and recommendations for funding. Assist in developing associated tasking to USAP logistics and science support contractors. Evaluates and approves annual Program Plans submitted by the Consortium in consultation with the PAT and other appropriate NSF elements.

- Monitors all aspects of Project performance in fulfillment of the Program Plan and cooperative agreement obligations, and initiates appropriate actions to facilitate high-quality scientific and technical performance of the project.
- Works with the South Pole Science Manager and officials in the Polar Research Section of OPP to assure appropriate integration of construction activity and operating requirements with other science and construction projects at South Pole Station and with the USAP infrastructure there.
- Organizes appropriate advisory apparatus for reviews, evaluations, and findings as needed regarding the Project initiation, performance and special problem areas.
- Advises NSF senior management, the National Science Board, the Office of Management and Budget, and other relevant entities concerning the Project.
- Advises the Director, Office of Polar Programs, through the Antarctic Sciences Section, of significant achievements, new trends, and developments, and potential problems related to the IceCube project.
- Serves as the Office of Polar Programs representative or liaison officer with national and international scientific committees having purview of science related to the IceCube project. Serves as the focal point for the coordination of the IceCube project plans with the programs and plans of other Foundation offices concerned, and with those of other Federal agencies.
- The incumbent will deploy to the South Pole Station annually for extended periods to review the progress of the project.
- Develops educational and other initiatives in order to promote diversity and broader impacts of the IceCube project. Pursues equal employment opportunity goals

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or equivalent experience in physics, astrophysics, astronomy, engineering, or related field. In addition applicant must have six years of research, research administration, and/or managerial experience managing complex projects.

Incumbent must be able to pass a physical examination according to standards used for USAP medical/dental screening for travel to Antarctica.

QUALITY RANKING FACTORS:

1. Excellent skills in managing and overseeing the planning and execution of complex research projects.
2. Demonstrated effective leadership in research administration and ability to work effectively with administrators, research scientist and engineers, and construction personnel.
3. Recognized professional status in the scientific community as evidenced by publications, professional leadership, and awards.
4. Ability to exercise grant and contract administration related to support of scientific research is highly desirable, as is research experience involving large scale scientific infrastructure, logistics and/or international partnerships.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment (OF-612)*, the older *Application for Federal Employment (SF-171)*, a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20060004. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, on (703) 292-4386. For technical information, contact Pawnee Maiden, Office of Polar Programs at (703) 292-8030. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER